

	Fermilab ES&H Manual	FESHM 3010TA February 2012
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7.14 Prompt Notification Report Form

For use by the ORPS Manager

- 1) The Facility Manager must e-mail the **prompt notification** of the reportable occurrence to the DOE **and** follow up transmission with a phone call to the DOE HQ OC to ensure receipt of the e-mail.
- 2) The Prompt Notification must clearly state/select the Significance Category (1, R, 2, 3, or 4) and identify the specific reporting criteria associated with the occurrence.
- 3) Prompt Notification to the DOE HQ OC must include all information listed on the attached 2-page form.
- 4) All information should be clear and succinct. Avoid jargon. Uncommon or site/facility-specific abbreviations and acronyms should be fully described.
- 5) DOE Notification E-mail address is: doehqeoc@oem.doe.gov (backup e-mail is: wtchofc2oem.doe.gov);
- 6) Phone number to verify receipt of e-mail notification is: (202)586-8100. HQ EOC FAX number is still: (202)586-8485;

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Name of Facility: ***FERMI NATIONAL ACCELERATOR LABORATORY***

Facility Manager or Designee

Title: ***Chief Operating Officer***

Telephone Number: ***(630) 840-3930***

Originator/Transmitter: (usually head of division/section issuing report)

Name: _____ Phone: (630) 840- _____

Title: _____

Significance Category: 1 () R () 2 () 3 () 4 ()

LOCATION and DESCRIPTION OF EVENT:

DISCOVERY DATE _____ **TIME** _____

DAMAGE and CASUALTIES:

IMPACT of EVENT ON OTHER ACTIVITIES AND OPERATIONS:

FERMI NATIONAL ACCELERATOR LABORATORY

PROTECTIVE ACTIONS TAKEN OR RECOMMENDED:

WEATHER CONDITIONS AT THE SCENE:

LEVEL OF MEDIA INTEREST AT SCENE/FACILITY/SITE:

OTHER NOTIFICATIONS MADE:

Time	Number	Agency
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>

Signatures

Facility Manager/Designee

Signed by: _____ Date: _____

Typed Name: _____

DOE Facility Representative/Designee

Signed by: _____ Date: _____

Typed Name: _____